

MR. WILBER

PSB

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July 6, 1951

PROBLEM:

To outline the Departmental arrangements for providing the Under Secretary with the immediate support which he will require as a member of the Psychological Strategy Board, with attention to the necessary relationship between Mr. Webb and Mr. Barrett.

PROPOSALS:

It is proposed that:

1. Within the Department Mr. Barrett will have the primary substantive responsibilities for the new Board's work. He will serve as Mr. Webb's alternate on the PSB (and he chairs personally the Psychological Operations Coordinating Committee, POC).

2. The internal staff requirements for the PSB will be handled through S/S, following the analogy of the NSC and other top groups personally engaging the attention of the Secretary and the Under Secretary. The responsible S/S officer would:

a. Work closely with Mr. Barrett's office and the Project Officer for PSB, who is also the executive secretary of the POC;

b. Work with the responsible substantive officers in the preparation of coordinated briefing materials in accordance with the known requirements of the Under Secretary;

c. Follow the PSB for Mr. Webb to insure that appropriate action assignments are made and completed;

d. Serve as the Secretariat's representative for Mr. Barrett's POC, which would contribute to his knowledge of the field and help him to contribute to the necessary coordination between U and P and other offices of the Department and the Government (he would provide to POC normal secretariat services, working with Mr. Barrett and the executive secretary of POC);

e. Receive all of Mr. Webb's PSB documents as they come in, and, in consultation with P, assign responsibilities

and deadlines

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Authority: HR 70-2
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Date 25 JUNE 82 Reviewer 103430

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and deadlines for Mr. Webb and arrange for clearances, information routings, or other necessary actions;

- f. Work with Mr. Barrett and P in preparing for and covering necessary briefing sessions for Mr. Webb, including any necessary follow-up for Mr. Webb with responsible officers. He would follow up actions of these sessions or of the PSB for the Under Secretary, as required, working with the responsible substantive officers; and
 - g. Maintain a master PSB file close to Mr. Webb's office for his personal use.
3. The coordination point in P for S/S should be Mr. Barrett's office. After consulting as required with Mr. Barrett, the P Staff Assistant will make action assignments within P, consulting closely with Mr. Barrett's PSB Project Officer in this process.
4. The responsibility of the PSB Project Officer will be to perform the necessary coordination and follow-up on all PSB and POC projects in collaboration with the P Staff Assistant, and working directly with Mr. Barrett and other top P officers.
5. To diminish the inconvenience of Mr. Wilber's present location in a separate building, it is planned that he will receive by direct distribution information copies of all PSB papers sent to Mr. Webb. Action is now under way to provide a more desirable location for POC/S.

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